



SPECIAL EVENT PERMIT APPLICATION

Completed form should be submitted to the City Administration Office located at 221 E. Main Street along with \$75.00 Application Fee. Office: 512-218-5447 / Fax: 512-218-7097 / Email: kbrown@roundrocktexas.gov

APPLICANT INFORMATION

Today's Date:

Event Coordinator:

Event Sponsor/Organization:

Physical Address:

Email Address:

Phone Number:

Fax Number:

EVENT INFORMATION

Name of Event:

Event Location:

Event Start Date:

Event End Date:

Event Start Time:

Event End Time:

Event Set-up Time:

Event Tear-down Time:

Type of Event ☐ Festival ☐ Run/Walk (Requires TCP) ☐ School Event ☐ Street Fair

☐ Other

Sponsored By ☐ *CORR – Parks & Recreation

☐ *CORR - Convention & Visitors Bureau

☐ N/A

*Please provide name/department contact:

Will the event be advertised? ☐ Yes ☐ No

If yes, please describe advertising plan including dates & media outlets:

Number of attendees:

Number of motor vehicles:

Describe in detail the activities planned. (Please attach flyer or brochure, if applicable)

Will your event require the following? If so, how will the service be provided? - Check all that apply:

☐ **Parking Arrangements**

- What type of parking will be utilized by this event? **Onsite** ☐ **Off Site** ☐ **Both** ☐
 - If off-site and parking is on private property, Applicant must submit a letter of permission from property owner.
- Parking attendants? **Yes** ☐ **No** ☐ If yes, how many?
- How will attendees be transferred from off-site parking to the Special Event area and returned?:

☐ **Electricity** – Electrical panel and/or generator:

☐ **Police Security**

The Applicant may be required to provide police officers for security, crowd control, and/or traffic control at the Special Event. The total number of police officers working at the Special Event is determined by the Round Rock Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) weather conditions; (5) the time of day during which the Special Event is conducted; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (7) the history of the particular Special Event.

Traffic Control – Include number of cones and/or barricades & identify location of each one on site map. Excluding road closures and barricades related to a Traffic Control Plan. (Applicant must provide cones and barricades.)

☐ Barricades:

☐ Cones:

☐ Pedestrian Crossing:

List rental company name and contact information providing items.

☐ **Standard Parade or Race Route.** If applicable, please identify which city route & TCP will be utilized (you may attach separate sheet I needed):

☐ **Temporary Road Closures** – Requires a Traffic Control Plan (TCP). Please identify requested road closures intersections, distance, and time of requested closure. Road closures require approval from Operations & Maintenance department and the Police department. Attach map on separate page.

☐ **Traffic Control/Security** - May require the completion of short-term agreement for off-duty officers (Excluding officers related to a Traffic Control Plan)

☐ **Amplified Sound** – Include specific details on the type of amplified sound

If you are planning to utilize any loudspeakers or other form of amplified sound, please indicate on an attached site plan or map the location and orientation of those systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 9:00 p.m. and 7:00 a.m. A separate approval may be required by the Police department if you plan to utilize any type of amplified sound systems. Please refer to noise control ordinance for more information.

PROVIDE A SITE MAP INCLUDING AN EVENT SITE PLAN, PARKING, BOOTHS, AND EMERGENCY ENTRANCE & EXITS. ALL ITEMS CHECKED "YES" BELOW MUST ALSO BE IDENTIFIED ON THE SITE MAP

Check all that apply (Items marked with ** must provide additional permit.)

- ☐ Yes ☐ No Will there be a petting zoo or any type of animals at the event? (Exotic animals require RRPD approval)
- ☐ Yes ☐ No Will there be any inflatables? Additional fee is required if in park.
- ☐ Yes ☐ No Will there be portable restrooms?
- ☐ Yes ☐ No Will there be trash dumpster(s)?
- ☐ Yes ☐ No Will there be any special seating, i.e. bleachers?
- ☐ Yes ☐ No Will there be a first aid station? Who will man it?
- ☐ Yes ☐ No Will there be amusement rides? (Police inspection & insurance required)
- ☐ Yes ☐ No Will there be selling of alcoholic beverages? Requires fencing and controlled entrances **(Must contact TABC)
- ☐ Yes ☐ No Will there be selling of food or beverages? **(Must contact Williamson Co. Health Dept)
- ☐ Yes ☐ No Will there be merchandise sales?
- ☐ Yes ☐ No Will there be use of liquid propane or BBQ pits? (Require fire extinguisher onsite - type to be determined by the Fire Marshal)
- ☐ Yes ☐ No Will there be fencing around the event?
- ☐ Yes ☐ No Will there be hot air balloons?
- ☐ Yes ☐ No Will there be fireworks? Must be approved by Fire Marshall & administered by a licensed technician.
- ☐ Yes ☐ No Will there be tents (top with sides)? A "Certificate of Fire Retardant" is required. Certain tents require inspection from the fire department.
- ☐ Yes ☐ No Will there be canopies (top w/ no sides)?

Public Notification

If the City Manager requires it, the Applicant shall deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: (1) event date, time and location, and (2) statement that an Application for a Special Event Permit has been filed with the City of Round Rock.

Signage

All signage must remain on the event site and removed after the event. Do not place signs in the City's right-of-way.

Disposal of Wastewater

Applicant shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Other Permits & Fees

Please attach copies of any required insurance, surety bonds, permits or other documents as described in Section 1.3400 of the City of Round Rock Code of Ordinances.

Insurance and Bonds

If a Special Event uses any portion of the City's rights-of-way, the Applicant shall provide a certificate of insurance that complies with the standards established by the City's Risk Manager.

If a Special Event is on City property, a Ten Thousand Dollar (\$10,000.00) surety bond shall be deposited with the Application to ensure that no damage is done to City property. If the City Manager certifies that all conditions set forth in Section 1.3425, Code of Ordinances, are complied with, the bond shall be returned. If the City Manager does not certify that all the conditions are complied with, any costs expended for policing and/or cleaning shall be deducted from the bond and the remainder returned. Additional conditions are spelled out in Section 1.3425 as to additional costs.

If a Special Event is fully on private property, Applicant shall deposit Five Hundred Dollars (\$500.00) with the City as a condition that no paper, litter or other debris shall remain on the site after the Special Event is over. The deposit shall be returned to Applicant upon certification by the City Manager that all conditions are met. If the conditions are not met, such costs for cleaning shall be deducted from the deposit and the remainder returned.

Indemnity Agreement

- 1) As a condition of a Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.
- 2) APPLICANT AGREES THAT THIS INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF TEXAS, AND THAT IF ANY PORTION IS HELD INVALID, THEN IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.
- 3) This indemnity agreement contains the entire agreement of the undersigned and the City of Round Rock, and may not be modified or altered without the express written consent of the City of Round Rock.
- 4) This indemnity agreement is interpreted by Texas law and is performable for all purposes in the County of Williamson, State of Texas, or the County of Travis, State of Texas.

I do solemnly swear (or affirm) that all the answers given and statements made on this Application are full, true and correct to the best of my knowledge and beliefs. I have been given a copy of the ordinance and have read the provisions contained therein and agree to abide by them.

Applicant: _____

I hereby grant the Applicant and any affiliated organization permission to use my property in connection with the Special Event and as described herein.

Property Owner: _____